

Entering Grades in Infinite Campus

1. Log onto Infinite Campus
2. In the left hand margin, in the INDEX TAB, find the module listed as "Grading by Task"
3. Click on "Grading by Task"
4. A blank screen will appear, with a tool bar that reads: Please select a task
5. Click on the down arrow
6. Select **Q1-MS Quarter Grade**
7. You will be redirected to a screen, which will display the roster for the first period class you teach
8. Post averages in the **Percent** AND **Score** boxes. (Note: As directed by administration, the **Percent** number and **Score** number must match. Also, **do not** enter a grade of less than 50, for either box.)
9. **If you assign a grade of PASS/FAIL, only enter a "P" or "F" in the **score** box. **Do Not** type in "P" or "F" in the **percent** box. (You can use enter the grade in the top "score" box followed by clicking on the "Fill All" button. Then you can manually change specific grades for students accordingly.)
10. After entering grades, click on the "Save" disc icon.
11. Repeat steps for each class, by changing the section listed in the tool bar

(SEE REVERSE SIDE)

Entering Comments in Infinite Campus

****Please note, comments in Infinite Campus are listed in alphabetical order, not by subject heading.**

1. In the comments box, on the right hand side, click on the notepad and pencil icon (next to the black "x")
2. When the pop up box appears, click on the black tool bar to move the comments field up on the page
3. Click on appropriate comments (no more than 3)
4. Click "Update Comments"
5. Repeat steps for each student
6. After entering comments, click on the "Save" disc icon.
7. Repeat steps for each class, by changing the section listed in the tool bar

KEYBOARD SHORT CUT

****You can use your TAB key, instead of your mouse, to move across and down the page.****

1. In the comments box, on the right hand side, click on the notepad and pencil icon (next to the black "x")
2. When the pop up box appears, click on the black tool bar to move the comments field up on the page
3. You can type in the code manually, by separating each comment with a comma
4. All codes are three digits...adding preceding zeroes for 1 and 2 digit codes

i.e. Code 2 gets entered as 002

Code 85 gets entered as 085

To put both codes you would type: 002, 085

5. Click "Update Comments"
6. Repeat steps for each student
7. After entering comments, click on the "Save" disc icon.
8. Repeat steps for each class, by changing the section listed in the tool bar

(SEE REVERSE SIDE)

ACCESSING INFINITE CAMPUS

1. Go to www.farmingdaleschools.org
2. Scroll down the page
3. On the right hand side of the page, under "Teacher Resources", you will see a box labeled "Infinite Campus"
4. Click on the box
5. Click on the first link, [Infinite Campus Log In](#). This will bring you to the sign-in page

Additional Information

*The other links on this page will bring up teacher manuals for:

- [Lesson Planner and Gradebook Manual](#)
- [Teacher Data Warehouse Manual](#)
- [Teacher Manual](#)